

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-361-87-2

DATE RECEIVED

May 19, 1987

**TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (Agency or establishment)

Defense Logistics Agency

2 MAJOR SUBDIVISION

Staff Director, Administration

3. MINOR SUBDIVISION

Resources Management Division

4 NAME OF PERSON WITH WHOM TO CONFER

MERVYN JONES

5 TELEPHONE EXT

274-6234

DATE

8-26-87

ARCHIVIST OF THE UNITED STATES

Frank G. Bunk

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Preston B. Speed</i> PRESTON B. SPEED	D TITLE Chief, Administrative Management Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
460	AUDITS, REVIEWS, AND SURVEYS. Relates to audits, reviews, and surveys of DLA functions and operations performed by the DoD Inspector General for Auditing, DLA Internal Review Staff, the General Accounting Office (GAO), and congressional staff representatives.		
1. 460.01	Audits, Reviews, and Surveys. Documents relating to the overall administration of audits, reviews, and surveys not filed elsewhere in the 460 series. (Destroy after 2 years.)		
461	INSPECTOR GENERAL AUDITS.		
2. 461.10	Inspector General Policies and Procedures. Documents pertaining to policies and procedures for handling contacts with Inspector General auditors and for processing reports of audits, reviews, and surveys. (Destroy when superseded, obsolete, or no longer needed for reference purposes.)		
3. 461.20	Inspector General Reviews/Surveys. Documents pertaining to reviews/surveys of DLA operations performed by Inspector General auditors which are terminated without conducting an audit. (Office of the Comptroller, HQ DLA - Destroy after 2 years. Other offices - Destroy after 2 years.)		

copies to agency, NNM

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	2 OF 3 10 ACTION TAKEN (NARS USE ONLY)
4. 461.30	Inspector General Reports. Reports pertaining to audits performed by the Inspector General, including documents accumulated during the review, survey, and audit as well as follow-up documents relating to recommendations. (Office of the Comptroller, HQ DLA - Destroy 2 years after all necessary actions pertaining to the report are completed. Other offices - Destroy 5 years after all necessary actions pertaining to the report are completed.)		
462	INTERNAL REVIEW		
5. 462.10	Internal Review Policies and Procedures. Documents pertaining to policies and procedures for conducting internal reviews of functional areas. (Destroy when superseded, obsolete, or when no longer needed for reference purposes.)		
6. 462.20	Internal Review Reports. Reports pertaining to internal reviews of DLA functions and operations performed by DLA Internal Review Staff, including follow-up documents relating to recommendations contained in the reports. (Destroy 2 years after all necessary actions pertaining to the report have been completed.)		
463	GENERAL ACCOUNTING OFFICE (GAO)		
7. 463.10	GAO Policies and Procedures. Documents pertaining to GAO policy and procedures for processing GAO reports of audits, reviews, and surveys. (Destroy when superseded, obsolete, or no longer needed for reference purposes.)		
8. 463.20	GAO Reviews/Surveys. Documents pertaining to reviews/surveys of DLA operations performed by the GAO, which are terminated without conducting an audit. (Office of the Comptroller, HQ DLA - Destroy after 2 years. Other offices - Destroy after 2 years.)		
9. 463.30	GAO Reports. Reports pertaining to GAO audits, including follow-up documents relating to recommendations contained in the reports. (Office of the Comptroller, HQ DLA - Destroy 2 years after all necessary actions pertaining to the report have been completed. Other offices - Destroy 5 years after all necessary actions pertaining to the report are completed.)		

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	<p>The present file series which exist within DLAM 5015.1, Files Maintenance and Disposition, for 460 Auditing, 461 Internal Audits, 462 Contract Audits, and 463 General Accounting Office Audits shall be replaced with the above information. The disposition standards are in accordance with GRS 25, Items 1b., 3a. and 4.</p>		